Student Job Description

Department: Multicultural Affairs (Campus Diversity and Inclusion)  Location: Reamer 305

Supervisor's Name: Jason Benitez

Please indicate hours/shifts available: Mondays - Fridays, 9:00 a.m. - 5:00 p.m.

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: Office Assistant and Diversity Advocate

Duties and Responsibilities:
• General clerical duties including: emailing, faxing, copying, shredding, organizing and filing
• Greet and assist all visitors in a warm and welcoming manner
• Clean and organize the Unity Room
• Create and update bulletin board monthly on aspects related to multiculturalism and diversity
• Organize and assist in officer operation
• Promote office events using social media, word of mouth, and tabling in Reamer

Qualifications for the Position:
• A passion for topics related to multiculturalism, diversity and inclusion
• Basic knowledge of Word, PowerPoint and Excel
• Ability to finish projects in a timely manner
• Comfort working with people from diverse backgrounds
• Punctuality and productive use of time spent at work